

<b>POSITION DESCRIPTION</b> <i>(Please Read Instructions on the Back)</i>						1. Agency Position No. <b>NL11837</b>																																											
2. Reason for Submission <input checked="" type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment 3. Service <input type="checkbox"/> Hdqtrs. <input checked="" type="checkbox"/> Field		4. Employing Office Location <b>Orlando, FL</b>		5. Duty Station <b>Orlando, FL</b>		6. OPM Certification No.																																											
Explanation <i>(Show any positions replaced)</i> <b>Replaces Job Number NL10939</b>		7. Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt		8. Financial Statements Required <input type="checkbox"/> Executive Personnel <input checked="" type="checkbox"/> Employment and Financial Interests		9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No																																											
10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted <i>(Specify in Remarks)</i> <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)		11. Position is: <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither		12. Sensitivity <input type="checkbox"/> 1 - Non-Sensitive <input type="checkbox"/> 3 - Critical Sensitive <input checked="" type="checkbox"/> 2 - Noncritical Sensitive <input type="checkbox"/> 4 - Special Sensitive		13. Competitive Level Code <b>-1195</b>																																											
14. Agency Use																																																	
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">15. Classified/Graded by</th> <th style="width: 40%;">Official Title of Position</th> <th style="width: 10%;">Pay Plan</th> <th style="width: 10%;">Occupational Code</th> <th style="width: 10%;">Grade</th> <th style="width: 10%;">Initials</th> <th style="width: 15%;">Date</th> </tr> </thead> <tbody> <tr> <td>a. U.S. Office of Personnel Management</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>b. Department, Agency or Establishment</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>c. Second Level Review</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>d. First Level Review</td> <td><b>Inventory Management Specialist</b></td> <td><b>GS</b></td> <td><b>2010</b></td> <td><b>11</b></td> <td></td> <td></td> </tr> <tr> <td>e. Recommended by Supervisor or Initiating Office</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>								15. Classified/Graded by	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date	a. U.S. Office of Personnel Management							b. Department, Agency or Establishment							c. Second Level Review							d. First Level Review	<b>Inventory Management Specialist</b>	<b>GS</b>	<b>2010</b>	<b>11</b>			e. Recommended by Supervisor or Initiating Office						
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16. Organizational Title of Position <i>(if different from official title)</i>				17. Name of Employee <i>(if vacant, specify)</i>																																													
18. Department, Agency, or Establishment <b>Department of the Army (DA)</b>				c. Third Subdivision <b>Directorate for Logistics (L)</b>																																													
a. First Subdivision <b>U S Army Materiel Command (AMC)</b>				d. Fourth Subdivision <b>Logistics Operations Office (LA)</b>																																													
b. Second Subdivision <b>Simulation, Training and Instrumentation Command (STRICOM)</b>				e. Fifth Subdivision																																													
19. Employee review - This is an accurate description of the major duties and responsibilities of my position.				Signature of Employee <i>(optional)</i>																																													
20. <b>Supervisory Certification.</b> <i>I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.</i>																																																	
a. Typed Name and Title of Immediate Supervisor <b>DAVID W. MANNING Director for Logistics</b>				b. Typed Name and Title of Higher-Level Supervisor or Manager <i>(optional)</i>																																													
Signature _____ Date <b>12 Aug 00</b>				Signature _____ Date _____																																													
21. <b>Classification/Job Grading Certification.</b> <i>I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.</i>				22. Position Classification Standards Used in Classifying/Grading Position <b>USOPM PCS Inventory Management Specialist, GS-2010, Jul 92</b>  <b>USOPM Grace Evaluation Guide for Supply Positions, Jul 92</b>																																													
Typed Name and Title of Official Taking Action  <b>JAMES B. GODWIN, COL. Chief of Staff</b>				<b>Information for Employees.</b> The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.																																													
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24. Remarks <b>This is a full performance position.</b>  <b>BUS: 7777</b>																																																	
25. Description of Major Duties and Responsibilities <i>(See Attached)</i>																																																	

## **INVENTORY MANAGEMENT SPECIALIST**

### **INTRODUCTION**

This position is located in the Logistics Operations Office (LA), Directorate for Logistics (L), U.S. Army Simulation, Training and Instrumentation Command (STRICOM), a major subordinate command of the U.S. Army Materiel Command (AMC). The mission of STRICOM is to provide centralized management and direction for all research, development, acquisition and fielding of Army training devices, simulations, simulators, instrumentation, targets threat simulators. The mission includes support for all phases of the acquisition life cycle, beginning with tech base programs and throughout each phase of the acquisition process. The Commander centrally directs, coordinates, and supports the materiel development, acquisitions and sustainment activities through the functional matrix organization and four Project Managers.

### **MAJOR DUTIES**

Serves as an Inventory Management Specialist within an element of the Simulation, Training and Instrumentation Command (STRICOM) organization. Serves as the Command Property Book Officer responsible and accountable for maintaining control of the government property documented in the STRICOM Command and field/liaison activities Property Book. Exercises knowledge of the policies, procedures and methods governing Government Property management. Exercises property management functions to include record maintenance, accountability, formulation of policies and procedures, and storage and disposal functions. Responsible for intensive execution management of life cycle supply support programs for projects varying from low to high complexity. Exercises knowledge of the policies, procedures and methods governing inventory management.

1. Provides management and oversight of Command Property Book Control. Ensures appointment of appropriate Primary Hand Receipt Holder, at Directorate or Project Manager level. Provides assistance and/or instructions in transaction procedures. Serves as technical advisor on all accountability matters and Accountable Officer for all supplies and equipment. Analyzes and resolves difficult property accountability issues and problems. Proposes regulatory and procedural change to improve the total property accountability arena. Incumbent is responsible for requisitioning, receiving, inspecting, storing, safeguarding, inventorying and issuing equipment. Performs continuous review

of, appraises and modifies the accountability for non-expendable and durable control programs. Analyzes requirements and develops operating procedures and instructions to adapt such requirements to local conditions. Clarifies regulatory requirements for STRICOM and field activity customers. Serves as focal point for the operation of Defense Property Accountability System (DPAS) (Property Book) and Automation Resources Management System (ARMS) for the command. Collects, records, and documents property book data for the continuous update and control of the property accountability and accuracy. Devises methods for transferring property accountability with Property Book Officers, CONUS and OCONUS in regard to the lateral transfer of property. Resolves problems regarding accountability or disposition of property as the result of new or completed projects and contract changes. Coordinates accurate physical inventories of accountable property, and conducts the validity of resulting adjustments. Investigates and recommends survey action as necessary for liability of all lost or damaged government property. Provides Support Services Contract management and oversight in the execution of property accountability and management. Serves as the Contracting Officer's Representative (COR), Alternate COR, or Technical Oversight Representative (TOR) for assigned projects.

- Provides management and oversight of Government Furnished Equipment (GFE) Property for all STRICOM GFE loans. Incumbent is responsible for requesting/acquiring equipment and maintaining property accountability for each loan. Advises STRICOM personnel on GFE loan matters relating to government property in the possession of contractors. Monitors and reviews periodic inventories of assets. Investigates and relieves or recommends contractor liability for all loss, damage, destruction or unreasonable consumption of non-expendable government property.

- Provides contract management oversight for general supply support for all of STRICOM to include procurement of office supplies, equipment and furnishings. Provides contract management oversight for any rentals, leases and maintenance for all STRICOM equipment, i.e. facsimile machines, copiers, ADPE, etc. Additionally, provides this same support for tenants of STRICOM located in multiple facilities. Provides management oversight of STRICOM Property Accountability on all organizational equipment to include development of policies and procedures for ordering goods and services, control and accountability of non-expendable property, use of Government-wide Commercial Purchase Card, and cellular telephone call certification and verification.

- Implements internal control procedures to prevent fraud, waste and abuse. Reviews all document registers for compliance in procuring the approved commodity for the Expendable/Durable, Non-

expendable, and Initial Spares/GFE.

40%

2. Incumbent is responsible for the supply/inventory management program efforts including, but not limited to, determination of requirements, initial distribution and redistribution of items, supply fund management, procurement authorization, disposition of excess property, cataloging direction, and other supply functions. Incumbent is responsible for maintaining cognizance of, coordinating, and integrating supply actions necessary to assure that assigned projects are supported in a timely, efficient, and economical manner. Monitors and assures the implementation of DoD, DA, and AMC program guidance having broad and far-reaching significance pertaining to the program functions for training devices. Assures that supply actions are properly coordinated within the proper time frame to support devices during production, field introduction and fielding operations. Maintains, reviews, and analyzes supply reports to determine status and detect potential problems within the program and recommends supply solutions to circumvent potential program problems. Receives and processes purchases orders into the document register and provides data to cognizant departments and personnel.

- Maintains close surveillance over all life cycle supply plans and programs and recommends to superiors required budgetary and planning reprogramming actions. Participates in meetings and boards to coordinate and integrate a time-phased logistical support plan for the devices. Maintains, reviews, and analyzes historical data for funding, reparable, spares, purchase orders and user requisitions to produce supply support reports for training devices, requisition summary data, monthly OMA requirement status, five year POM budget, and document stock record. The incumbent is delegated more complex assignments related to supply programs for projects requiring a high degree of management attention due to unit value, annual demand, long and/or fluctuating procurement lead time and technical complexities.

- Incumbent is responsible for supporting the management of reprocurments of training devices. This includes participating in the development/verification of requirements, preparation of the Request for Proposal, work statement, specifications, CDRLs, proposal evaluations, contracts monitoring and funds management. Incumbent serves as program director in providing total management for the procurement, delivery and support of the reprocurments.

- Coordinates the acquisition of equipment to assure that all government excess and surplus sources have been exhausted before procurement. Ensures requirements are consolidated and that

standardization is maximized to reduce logistics costs. Assures all required specifications, sole source justifications, and energy star documentation is provided. Screens urgency of need prior to procurement. Inspects and reviews the requisition, and other procurements for accuracy. 30%

3. Provides support to the Facilities Manager in providing management oversight of facilities support for STRICOM. This includes any facilities/housekeeping requirements for the multiple Army locations. Facilities requirements may include, but not be limited to, reconfiguration of offices and cubicles, moves (internal and external) within the STRICOM office buildings, conference room setups, Change of Command logistics requirements, telephone installations/moves, and interface with the Realtors for air-conditioning, lighting, plumbing and janitorial services within the Research Commons. Attends monthly tenant meetings. Insures all building maintenance requirement activities are identified and corrected. Identifies, programs funds, and monitors the modifications to the Research Commons third and fourth floors. Ensures the badge control function is being performed properly. Acts as the STRICOM alternate POC for emergencies in the building. Maintains key control for STRICOM access to controlled common areas. Acts as STRICOM alternate POC for security issues in the buildings. Performs Building Lease Technical Oversight for GSA Building Lease Contracts. Provides management oversight for warehouse support at the NAWCTSD Warehouse for all STRICOM storage requirements which includes temporary storage of ADPE, office furnishings, equipment and records/files. Incumbent serves as interface with NAWCTSD who provides warehousing facilities and delivery services. Responsible for the implementation of control procedures for STRICOM items stored in the warehouse. Incumbent is responsible for ensuring NAWCTSD labor requirements for contracts (three man years), public works (6 man years), and supply (1 man year) are programmed. Prepares special reports, studies, analysis, and briefings as required. 20%

4. Provide management oversight for the provisioning and supply support for acquisition of training devices, to include initial and follow-on spare parts procurements through both Government and contractor sources for R&D and procurement contracts. This includes procurement of Government Furnished Equipment (GFE) and initial spares for assigned programs. This includes review of provisioning documentation presented by the contractor, initiation of procurement actions to obtain GFE/spares, and contract monitoring or modification as appropriate. Attends provisioning meetings with government and contractor personnel to assure that supply methods and techniques employed in determining the range and quantity of items required to support and maintain the devices have been properly coordinated with other related

areas, (e.g., maintenance source coding) and will fulfill user requirements. Obtain, document, and maintain GFE loans as required. Provide cataloging oversight for training devices that require assignment of National Stock Number and Line Item Number. Manages programs sufficiently to provide required customer satisfaction. 10%

Performs other duties as assigned.

**FACTOR 1 - KNOWLEDGE REQUIRED FL 1-7 - 1250 Points**

This position requires an in-depth and comprehensive knowledge of the policies, procedures and methods governing Government Property management. Exercises property management functions to include record maintenance, accountability, formulation of policies and procedures, and storage and disposal functions.

This position requires an in-depth and comprehensive knowledge of the laws, policies, and regulations governing the management and operation of both wholesale and retail supply operations to function as a technical expert. Must possess the knowledge to utilize analytical, evaluative, and problem-solving techniques in their application to various aspects of project management operations. Must have the skill to thoroughly analyze diversified information and produce a systematically valid recommendation, approach, or position.

Must possess a comprehensive knowledge of the Department of Defense acquisition process as it applies to training device and spare parts procurement in the competitive open market. Have a working knowledge of inter-relationship between contracting personnel and other functional elements during the pre-award and post-award phases of the procurement process in order to solicit supply sources, evaluate proposals, award contracts, and exercise proper post-award surveillance. Have a working knowledge of interpersonal communications to effectively interface with co-worker, superiors, and commercial representatives. Knowledge of procurement procedures and financial applications is required.

Knowledge of supply regulations is the basic requirement for accomplishment of daily activities and serves as the foundation upon which all directed and independent studies and recommendations are based.

Skill in researching applicable military and commercial reference publications, guidelines, and automated data processing databases to ascertain correct item identification, description, and part numbers.

**FACTOR 2 - SUPERVISORY CONTROLS FL 2-3 - 275 Points**

Works under the supervision of the Chief, Logistics Operations Office, who outlines the nature, scope and objectives of assignments and provides guidance and advice on unusual or complex problem areas. Works under broad delegated authority for independently planning, scheduling, coordinating, carrying out, and monitoring the effectiveness of operations. Incumbent is expected to plan activities and to accomplish assignments independently. Work is reviewed for technical proficiency, attainment of assigned program objectives, and procedural, policy, and regulatory compliance.

**FACTOR 3 - GUIDELINES FL 3-4 - 450 Points**

Guidelines include Federal Law, Army regulations, AMC regulations, and STRICOM regulations, policy statements, and other similar criteria pertaining to Government Property management, inventory management, and supply operations. These guidelines typically do not provide detailed and specific procedures, precedents, and other relevant information; therefore, the incumbent has to use a high degree of judgement to resolve complex problems and plan a strategy that effectively integrates and coordinates the organization's needs for procurement and operations required for the success of the overall mission and ensures equipment availability at the proper place, proper time, and at the proper level of intensity.

**FACTOR 4 - COMPLEXITY FL 4-4 - 225 Points**

The incumbent advises designated STRICOM Logistics Managers, Project Directors, and or Chief Logistics Operations Office concerning potential problems related to the Government Property management or Supply Support of training devices and develops proposals for solutions. Provides input for justification of funding, aids in negotiating contracts for reprocurement of Government Property or training devices, and follows through to determine effectiveness and need for adjustment after delivery and installation. The assignment involves equipment and systems that are low to high in technological complexity.

**FACTOR 5 - SCOPE AND EFFECT FL 5-4 - 225 Points**

This position contributes to the overall effectiveness of the Command and Logistics Directorate by planning, developing, and directing the Government Property Management, inventory management, and supply support for training equipment and systems. The purpose of the effort is to work with the Logistics Managers, Project Directors, and other internal and external organizational members to develop, implement, and monitor supply support services to resolve critical problems to attain overall mission goals and avoid adverse impacts to the Army Training Program and organizations.

**FACTOR 6 - PERSONAL CONTACTS FL 6-3 -**

Contacts are with government and non-government personnel involved in the acquisition of Government Property, spare and repair parts, or procurement of training devices to support training devices. The contacts are not routinely established and the purpose of each contact may be different. The roles of the incumbent and other party are established during the contact.

**FACTOR 7 - PURPOSE OF CONTACTS FL 7-b - 110 Points**

Incumbent represents STRICOM Property Management, supply support, or inventory management functions at meetings and conferences; provides information to US Army and civilian managers requiring supply support; present status reports and projections; provides data to contractual and other planning and program personnel; analyzes effectiveness of contractor's efforts and resolves differences between contract provisions and the contractor's product; develops alternative solutions to resolve complex problems related to Property management or supply support operations.

**FACTOR 8 - PHYSICAL REQUIREMENTS FL 8-1 - 5 Points**

The work is mostly sedentary, usually performed sitting at a desk, in conferences, briefings, meetings, etc. The incumbent may be required to make visits to industrial or maintenance sites, military bases, or contractor plant/facilities, etc. Travel by air will be required. Some walking, lifting, and standing may occur in the course of a normal workday.

**FACTOR 9 - WORK ENVIRONMENT FL 9-1 - 5 Points**

Most work is conducted in a typical office setting. Work area is adequately lighted, heated, and ventilated. May require occasional travel.



NON-CRITICAL ACQUISITION POSITION AMENDMENT TO PD# 11837

"The employee must meet DoD 5000.52-M requirements applicable to the duties of the position."